



DEPARTMENT OF STATE HOSPITALS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF STATE HOSPITALS	RELEASE DATE:	Tuesday, December 2, 2014
POSITION TITLE:	Executive Director, Department of State Hospitals	FINAL FILING DATE:	Continuous Filing
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,766.00 - \$10,442.00 / Month	BULLETIN ID:	12022014_2

POSITION DESCRIPTION

Under the general direction of the Director and the Chief Deputy Director of the Department of State Hospitals (DSH), the Executive Director is responsible for the development, organization, and management of a State Hospital, and for sustaining a culture of collaboration, accountability, and transparency. The Executive Director is responsible for policy formation and decision making to ensure the effective operations of a State Hospital; provides management and communication interface between the Director's Office and State Hospital staff; and ensures the coordination of the clinical program and administrative services to positively affect delivery of services in an environment conducive to quality care and treatment of the patients.

The Executive Director also ensures expenditures are accountable, adhered to or adjusted accordingly, and do not exceed the annual budget allocation; fosters good relationships between the hospital and the community; maximizes opportunities to educate the public and professional community about mental illness, its personal and public impact, and availability of services; and maintains cooperative working relationships with local legislators, other local officials, and their staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Demonstrated experience in developing a large medical/psychiatric facility's annual budget, and adjusting and adapting to ensure expenditures do not exceed the annual budget allocation.
2. Demonstrated experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff; and knowledge of the principles, and practices of personnel management, and equal employment opportunity techniques.
3. Demonstrated experience in negotiation/communication skills with labor organizations and staff, and working with attorneys in negotiating the settlement of employee litigation.
4. Demonstrated experience in handling an operational emergency at a medical/psychiatric facility including communication processes with a central office, staff, and patients.
5. Knowledge of licensing and certification processes of medical/psychiatric facilities, Joint Commission accreditation, and policy development for 24-hour facilities.
6. Knowledge of mental health programs, healthcare organizations' policies, and California State Government including the organization and practices of the Legislature and Executive Branch.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

Executive Director, DSH-Atascadero
Executive Director, DSH-Coalinga
Executive Director, DSH-Metropolitan
Executive Director, DSH-Napa
Executive Director, DSH-Patton
Executive Director, DSH-Salinas Valley
Executive Director, DSH-Stockton
Executive Director, DSH-Vacaville

1. The examination process will consist of an evaluation of the applicant's application, resume, and Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications, and

qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing.

2. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.
3. The SOQ must follow these guidelines:
 - a) Answer each numbered item separately indicating the corresponding item number for each response;
 - b) Responses are to be complete, specific, clear, and concise;
 - c) Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font;
 - d) Should be no more than three (3) pages in length.
4. The evaluation panel will independently rate each applicant's experience, education, certification, and training for this position based on the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications, knowledge and abilities, and desirable qualifications for this exam.
5. All applicants will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish a statewide eligible list for Executive Director with the Department of State Hospitals. The list will be used to fill Executive Director position(s) at the Department of State Hospitals.
6. Hiring interviews may be conducted with only the most qualified candidates.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF STATE HOSPITALS , Executive Recruitment Unit / Human Resources
1600 9th Street, Room 440, Sacramento, CA 95814
Shuet Tang | (916) 654-2604 | shuet.tang@dsh.ca.gov

ADDITIONAL INFORMATION

ELIGIBLE LIST INFORMATION: A departmental open, merged eligible list will be established

for filling vacancies within the Department of State Hospitals – Atascadero, Coalinga, Metropolitan, Napa, Patton, Salinas Valley, Stockton, and Vacaville. The names of successful candidates are merged onto the eligible list in order of final scores regardless of dates. An applicant's eligibility expires 12 months after it is established. Applicants will be eligible for re-examination once every six months. Testing cycles for this examination will be conducted on a quarterly basis unless the needs of the service and conditions of the list warrant a change in this period.

Interested applicants need to submit a Conditions of Employment – Form DSH 3024 indicating employment location preference(s).

Note: To obtain the form DSH 3024, please visit DSH website at:
<http://www.dsh.ca.gov/Jobs/JobwithDSH.asp>

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF STATE HOSPITALS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)